

Activity Report June 1963
Telephone Facilities Branch

A. Telephone Facilities Branch
Service Performed:

- | | |
|---|-----|
| (1) Requests for service on hand prior to 1 June 1963 | 10 |
| (2) New Requests received - memorandums, verbal | 513 |
| (3) Orders issued written and verbal to the Telephone Company | 493 |
| (4) Requests on hand last day of month | 30 |
| (5) Telephone Information Files Activity-Organizational and personnel listing changes, including home address files | |

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- | | |
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| (7) Telephone Stations surveys conducted | 35 |
| (8) Station Equipment Activity | |
| Connected | 148 |
| Disconnected | 100 |
| Relocated | 171 |
| Changes | 140 |

- (9) In order to meet the due dates established for completion of telephone installation work, the Telephone Company Plant Department was required to work a total of 1,041 hours on an overtime basis during this reporting period. This work was accomplished at no additional cost to the Agency.

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(11) [REDACTED] K1A6a

A memorandum dated 26 June 1963 was received from Mr. [REDACTED] A9a Jr., Office of Security, requesting the Telephone Facilities Branch to proceed with the arrangements to provide Agency telephone service at the DFO/OS new location. Estimated date of the move is 15 August 1963.

25X1A6a (12) All telephone cable facilities and station installations have been completed at [REDACTED] in preparation for the move of OHR/Map Library from the [REDACTED] 1 July 1963. 25X1A6a

(13) The July 1963 edition of the regular Agency Telephone Directory, 5,364 copies, is scheduled for distribution 15 July 1963. 25X1A6a

(14) The new DCI telephone requirements at [REDACTED] Washington, D. C. have been completed. 25X1A

(15) [REDACTED]

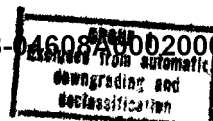
(16) [REDACTED]

(17) [REDACTED]

25X1A (18) [REDACTED] has been prepared to include installation and rental costs for systems installed in Alcott Hall Building and 1717 H Street, N. W., Washington, D. C.

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